

# STATUS REPORT

## Farm and Foreign Agricultural Services Human Resources IMPLEMENTING PROJECTS

POSTED COPY  
**1Q FY 04**

GOAL# Project #	FY04 HR Strategic Goals SUPPORTING IMPLEMENTING PROJECTS	STATUS DETAIL (as of 02/03/04)	GOAL LEADER / Project TEAM Members	% COMPLETE	STATUS
<b>1</b>	<b>STRATEGIC ALIGNMENT</b> <i>Agency human capital strategy is aligned with mission, goals, and organizational objectives and integrated into its strategic plans, performance plans, and budgets.</i>		<b>Barbara Boyd</b>		
1.1	Develop Communication Strategy by JUN 04: 1) for communicating Flexibilities, e.g., Delegated authority, etc. 2) to communicate results of exit interviews, surveys, etc. 3) to share Best Practices, A-76 lessons learned, Gallup lessons learned, demonstration projects, etc.	1Q: Team is still being formed, will finalize this quarter and began meeting and defining a communication strategy.	Monica Frye, Diane Bowers, Joanna Barlow (L)	5%^	Y
1.2	Review HR IPs with AOs after HR Project Teams are identified : then quarterly reviews to AOs, associations, managers, etc. by Mar 04.	1Q: The FY04 HR Projects were reviewed with FSA and FAS in December. All were supported by the "Human Capital Councils". RMA' briefing is to be scheduled by Antonio Gunman.	Joe Migyanka (L)	67%^	Y
1.3	Include Human Capital Elements (per OMB A-11 31.11) in FY06 Budget Performance Plan by Jun 04	1Q: Preliminary HR investments are identified from the Workforce Plan Summaries, the FFAS Recruitment Strategy and the Training & Development Strategy. On schedule.	Joe Migyanka (L)	10%^	Y
1.4	Ensure quarterly Human Council Meetings are conducted in each Agency; and USDA required reports and scorecards are timely submitted by Sep 04	1Q: QAR and Scorecard for FFAS has been submitted to USDA for the first quarter. This included the FFAS 'Proud-to-Be' document. Each were cleared by the Under Secretary in December.	Joe Migyanka (L)	10%^	Y
1.5	Develop and implement process to status RMA/FAS HR issues/requests on a quarterly basis by Mar 04	1Q: Process under discussion.	Joe Migyanka (L), Pat Farmer, Antonio Guzman	5%^	Y
1.6	Integrate Human Capital Strategy into RMA Agency Strategic Plans for FY04 by Mar 04	1Q: Torry Mathes and Antonio Guzman reviewing requirements.	Antonio Guzman (L)	5%>	Y
1.7	Complete I*CAMs self-service implementation in DC. Evaluate RMA and FAS interest by SEP 04	1Q: Progress continues on testing software modifications as they are delivered by AMDC. Earliest implementation possible is April for pilot and June/July for full implementation.	Barbara Boyd (L), Crystal Wilsey, Stephen Crisp, Cheryl Fuller, Susan Brown, Joe Hoffman, Bessy Piazza, Tom Montgomery, Debbie Dale	55%^	Y
1.8	Over haul the HR public web site and keep updated by MAR 04	1Q: New public Internet web site is designed and ready for implementation, awaiting Departmental action to implement the assigned URL address so we can go live.	Jalpan Patel (L)	90%^	Y
<b>2</b>	<b>WORKFORCE PLANNING and DEPLOYMENT</b> <i>Agency is citizen-centered, delayed and mission-focused , and leverages e-Government and competitive sourcing.</i>		<b>Gary Hilding</b>		
2.1	Support DAFO in closure of 200 CBA offices by SEP 04	1Q: Options have been researched. Waiting for information from DAFO.	Don Samuels (L)	10%^	Y
2.2	Support IT convergence (CBA), RMA/FAS IT reorganization by SEP 04	1Q: IT working group has been formed; structure project team identified and preparing a tentative functional organizational structure; developing a labor/management strategy. Initial communication to SCA employees issued in November; IT survey issued.	Debra Donnelly (L), Mike Badger, Lisa Flores, Karen Mansker	30%>	Y
2.3	Support RMA reorganization	1Q: Information provided to RMA Management re: 1010 requirements; RMA working on functional statements.	Marilyn Pate, Antonio Guzman (L), Pat Price	10%^	Y
2.4	Support Implementation of <b>USDA Workforce Restructuring Plan FY 2003-2007</b> : Restructuring Administrative Functions (RAF)				

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2.4.a	<b>Delegated Examining Units:</b> FSA provides DEU examining services to RD and NRCS for Luevano/ACWA, inventories, and any other series at their discretion. Lead Agency = FSA	Completed in FY2003. Remains in report for other reporting requirements.	N/A		
2.4.b	<b>Automated Hiring System:</b> Automated Hiring System: Implement Quick Hire as the automated hiring system. Phase one as a stand alone system, and phase two integration with CAMS. Lead Agency = FSA	1Q: Quick Hire was approved and money was sent to department, for the department acquisition (with discounts). A Quick Hire demo was presented in Kansas City on December 2nd and in Washington DC on December 11th. Training has been scheduled for March 3rd in Kansas City, and March 16th and 23rd in Washington DC, with full implementation (going live) on April 1st. Due to going live in April, funds for payment will begin, some funds being redistributed to cover an additional training class and travel cost for the instructor to come to Kansas City. Developed Assessment Tools for Farm Service Agency, HR Staff, are being consolidated and will be sent to Quick Hire for development use into the Quick Hire environment. These assessment tools will be available for RD and NRCS. Specialist training on Developing Question Libraries will be conducted in WDC 1/22,23	Karen Mansker (L), Shelia Campbell, Janice Barnes, Jackie Ridley, Cathy Rogers (L)	90%^	Y
2.4.c	<b>E-Learning:</b> Support the web-based electronic meeting/training service and use common authoring tool to develop CDs. Lead Agency = FSA	1Q: The USDA eLearning Team has identified the vendor for the collaboration tool. The implementation phase began _____.	Tina Hudson, Sandy Prentice , Bessy Plaza, Joe Hoffman (L)	90%>	Y
2.4.d	<b>T&amp;A System:</b> Implement STAR-Web, a web-based automated time and attendance system at FSA	1Q: The productional STAR-Web System started accepting new users on a limited basis in late November 2003, but on January 14, 2004 the NFC removed the limits. By the end of January 2004, thirty-seven (37) State Offices will have received training and be using STAR-Web. Also, there are approximately 50 FSA County Offices currently using STAR-Web. Once a State Office feel comfortable with STAR-Web, they will be responsible for establishing a State-wide implementation plan for training/converting all CO Offices to STAR-Web. FSA STO's are 73 % Complete, FSA CO's are approx. 2 % Complete, RMA Conversion to be Discussed on 1-27-04, FAS Conversion Pending Home Leave Issues	Sally Reed (L)	50%^	Y
2.4.e	<b>Benefits Administration:</b> Initiate a CBA shared procurement of the ESI web-based Retirement Benefits Support software that will be used by the HR community and by CBA employees. Implement the health benefits, life insurance, and TSP portions of the I*CAMS benefits module now. Lead Agency = NRCS	1Q: <b>Procurement of Calculator</b> - ESI's Web-based Retirement Calculator was purchased by shared procurement, department-wide February 1, 2003. A System Administrator was then identified for each agency. HR Specialists were identified in each POI and personnel data was loaded for system access. Specialists access was granted on May 1, 2003. All HR specialists are able to use the calculator to provide retirement estimates for their employees. <b>Employee Access</b> - The calculator is currently available to all CBA employees; however, there are several administrative issues, which must be resolved before it would benefit employee use (security, password resets, input of service history from OPF, training)	Darla Hensley (L)	90%^	Y

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2.4.f	<b>Worker's Compensation Program Management:</b> Contract with a vendor for claims processing and case management, with agency liaisons for program oversight. Lead Agency = RD	Completed in FY2003 - RD has contract. Remains in report for other reporting requirements.	<b>N/A</b>		
2.5	Ensure Position Management process (re: 2-PM) provides consistent structures for AO Administrative Units, State Offices, FLM and PT (Needs DAFO decision)	1Q: 1165 project complete: now reviewing state action plans for implementation. AO standard organization structure with DAFO; PTs complete. HR completed its supporting items.	Kathy Williams (L)	<b>80%&gt;</b>	<b>Y</b>
<b>3</b>	<b>LEADERSHIP and KNOWLEDGE MANAGEMENT</b> <i>Agency leaders and managers effectively manage people, ensure continuity of leadership, and sustain a learning environment that drives continuous improvement in performance.</i>		<b>Tina Hudson</b>		
3.1	Develop mobility (deployment) strategy to advance FLO to FLM	1Q: Team developing initial draft strategy.	Don Sanders (L), Kathy Williams	<b>5%</b>	<b>Y</b>
3.2	Knowledge Management – develop a process to document processes of staff, transfer electronic files, documents, etc	1Q. Best practices research underway. KM.gov to be contacted.	Diane Bowers, Tina Hudson (L)	<b>5%</b>	<b>Y</b>
3.3	Continue HR Partnership on-site consultations to FFAS 'customers'	1Q: Indiana State Office - presented training on employee performance and conduct (Charlene White and Jean Freeman) workplace violence (Irene Seastrum) and ADR (LeAndrea Alsobrook); Wisconsin State Office - presented training on employee performance and conduct (Charlene White and Jean Freeman), T&As (Patty Gepford) and employment issues (Beverly Brantom and Cathy Rogers); North Dakota State Office - presented training on employee performance and conduct and labor issues (Sue Collins)	Noreen Joice	<b>25%^</b>	<b>Y</b>
3.4	Develop and implement the FL Chief Training Program by SEP 04.	1Q: The Farm Loan Program Chief Development Program has progressed very smoothly. The initial goal for the program was to have all new Farm Loan Program Chiefs ( i.e., less then 2 years experience) assigned to a mentor ( i.e., an experienced FLP). The next step in the professional development program involves the implementation of formal training. The focus of the training will be the management skills needed in their new role. A course is currently being designed for the new Farm Loan Chiefs and it is expected to be delivered in the April/May time frame.	Tom Montgomery, Mary Baskerville	<b>50%^</b>	<b>Y</b>
3.5	Develop and Implement Web Bulletin Board and desk instructions to address AO submitted concerns on a daily basis	1Q: Bulletin board is developed, and help section is available on line. The URL for the bulletin board is as follows. <a href="http://dc.ffasintranet.usda.gov/HRD/HRD_Discussion">http://dc.ffasintranet.usda.gov/HRD/HRD_Discussion</a>	Jalpan Patel (L), Steve Weaver	<b>100%</b>	<b>G</b>
3.6	Administer leadership training programs to ensure a 'pool' of potential applicants for future leadership positions throughout FY03. (analyze the extent of the effectiveness of training)	1Q: A 5 year T& D Strategy will be completed 2nd Quarter; it applies the Workforce Analysis data to determine specific development strategies for leadership positions and close skills gaps in mission critical occupations.	Bessy Plaza, Joe Hoffman, Joe Migyanka, Sandy Prentice (L)	<b>60%^</b>	<b>Y</b>
3.7	Implement Administrative Officer Training Program (AOLG request)	1Q: The AOLG is reviewing AO Training curriculum; and to ensure it is a separate program from the AO Supervisor Training Program. DAFO to review after AOLG concurrence.	Tina Hudson	<b>95%&gt;</b>	<b>Y</b>

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<b>4</b>	<b>RESULTS-ORIENTED PERFORMANCE CULTURE</b> <i>Agency has a diverse, results-oriented, high performance workforce, and has a performance management system that differentiates between high and low performance, and links individual/team/unit performance to organizational goals and desired results.</i>		<b>Lolla Davies</b>		
4.1	Revise Handbooks as needed, e.g., 22-PM (Freeman), 28-PM (Wilsey), 3-PM (Willis), 31-PM (White), 35-PM (Brown), 28-PM (Samuels)	1Q: Started review and analysis of the changes needed for Handbook 28-PM. 31-PM completed.	Crystol Wilsey, Tonya Willis, Jean Freeman	<b>20%^</b>	<b>Y</b>
4.2	Link specific Strategic Plan goals and indicators to 100% of SES and Managers (GS-14 and above) to Individual Performance Plans by July 2004	1Q: Department guidance forthcoming. Targets are not set this quarter.	Cheryl Fuller (L), Lolla Davies	<b>5%^</b>	<b>Y</b>
4.3	Link 60+% of workforce's Individual Performance Plans to Agency Strategic Plan goals and indicators by July 2005	1Q: Preliminary analysis of FFAS management personnel demographics identified 395 position incumbents. Project plan under development. Department guidance provided in December.	Cheryl Fuller (L), Lolla Davies	<b>10%^</b>	<b>Y</b>
4.4	Address issues presented in AOLG Training Conferences and other venues on a customer satisfaction/timely basis	1Q: AOLG Partnership "To Do" list formatted and distributed January 20.	Joe Migyanka	<b>10%^</b>	<b>Y</b>
4.5	Implement FFAS - wide Flexipace Policy/Procedure	1Q: AO Leadership Group completed review of State Pilot notice. Final version of notice currently in ITSD-HQ for clearance.	Susan Brown	<b>90%&gt;</b>	<b>Y</b>
4.6	Implement, analyze results and develop action plans to maximize the goals of the Performance Management Culture project (FSA)	1Q: Results of Performance Culture Survey under review.	Lolla Davies, Cheryl Fuller, Steve Weaver	<b>50%&gt;</b>	<b>Y</b>
4.7	Identify and develop action plans based on SECOND GALLUP Q12 survey results for FSA/DAM	1Q: Q12 results have been communicated to DAM DDs who are preparing Impact Plans.	Joanna Barlow (L)	<b>10%</b>	<b>Y</b>
4.8	Encourage leaders to develop and implement action plans based on the FY 2002 Federal Human Capital Survey (OPM) results	1Q: FHCS results reviewed with FAS and FSA during FY04 HR IP reviews.	Joe Migyanka, Diane Bowers	<b>10%^</b>	<b>Y</b>
4.9	Implement HR Client Satisfaction Survey; and develop and implement action plans based on survey results.	1Q: Survey conducted in December 03. Results to be analyzed and reported in Feb.	Diane Bowers	<b>15%^</b>	<b>Y</b>
4.10	Complete Data Integrity Project	1Q: Writeup of report has been completed and is being reviewed by team members. Report contains significant recommendations that need to be reviewed by management and then built into HR Goals as appropriate.	Neota Hall, Marilyn Pate	<b>100%</b>	<b>G</b>
4.11	Review RMA Honesty & Integrity (ethics) practices/perceptions and make recommendations, e.g., awareness training, etc.	1Q: Office of Ethics	Courtney McGowan, Antonio Guzman (L)	<b>5%^</b>	<b>Y</b>
<b>5</b>	<b>TALENT</b> <i>Agency has closed most mission-critical skills, knowledge and competency gaps/deficiencies, and has made meaningful progress toward closing all.</i>		<b>Don Sanders</b>		
5.1	Continue <u>Leading Diversity Program</u> and incorporate/implement agreed-to action items	1Q: Diversity Consultant in development stage of completing the overall Agency Diversity Strategy.	Debra Schmidt (L), Joice Trout, Marcia Shakur, Colleen Stone	<b>30%^</b>	<b>Y</b>
5.2	Develop and document the Regional Recruitment Team re-alignment strategy to measure performance, forecast budget needs, etc.	1Q: Revitalization of Regional Recruitment Team established annual calendar of events and an annual budget.	Debra Schmidt(L), Janet Custer, Beverly Brantom	<b>50%^</b>	<b>Y</b>
5.3	Initiate GAP Closure Strategies and Leadership Continuity Strategies identified in the FY 2003 Agency Workforce Planning & Deployment document	1Q: Review of Workforce Analysis, Recruitment Strategy and T&D Strategy under review by team.	Brantt Lindsey (L), Tamara McDaniel, Margo Smith, Regina Duncan	<b>25%^</b>	<b>Y</b>

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5.4	Update the 5 year Workforce Plan (WfP) with DAs (adding 2008 retirement eligibility projections for FSA, FAS, RMA and publish applicable reports (using USDA Workforce Planning and Succession Planning Guidance dtd 10/01/03)	1Q: Data request in preparation.	Brantt Lindsey (L), Tamara McDaniel, Margo Smith, Debra Schmidt	15%^	Y
5.5	Update the FFAS Recruitment Strategy 2004-2008 using WfP for FSA, FAS, RMA to include exit interview data, employee placement follow-up data, etc. by Jun 04.	1Q: Review of Recruitment Strategy 2003-2007 to determine FY03 actions underway.	Terri Meighan (L), Don Sanders, Ranay Brady	15%^	Y
5.6	The FFAS Training Strategy incorporates the analyzed results of the FFAS Workforce Planning System, FHCS and Gallup surveys by 4Q. (revised from 2Q)	1Q: Development of the FY 2003-2007 Training & Development Strategy addressing the Mission Critical Occupations Skills Gaps and Leadership Succession Pool concerns to be completed second quarter.	Tina Hudson, Bessy Plaza (L), Joe Hoffman, Regina Duncan, Sandy Prentice	50%^	Y
5.7	Update the FFAS Training Strategy 2004-2008 using WfP for FSA, FAS, RMA to include exit interview data, 90 day follow-up review, etc. by JUN 04.	1Q: The FY 2004-2008 Training & Development Strategy will be completed / updated with the revised Workforce Analysis.	Julie Bowen (L), Monica Frye, Vera Byers, Lisa Flores	25%^	Y
5.8	Explore Pay banding or pay flexibilities - e.g., demonstration projects	1Q: OPM's <u>Human Resources Flexibilities and Authorities in the Federal Government</u> booklet under review and Homeland Security Act to determine any applicable strategies.	Patricia Price (L), Mark Deming	25%^	Y
5.9	Review the practicality of QUICK CLASS for FSA, RMA and FAS.	1Q: Funds proposed for FY04 budget (addition) to lease system. Discussion held Jan 08 re: obtaining QUICK CLASS. Preparation of draft implementation plan to be completed MAR 04.	Sandra Gibbs, Terri Meighan (L), Mike Badger, Marcia Shakur, Latricia Smith	10%^	Y
5.10	Implement Exit Interview process mission wide and initiate appropriate action plans	1Q: The FFAS exit interview program has been revised and coordinated with Civil Rights. Web application under development, anticipated completion by end of March, 2004.	Monica Frye (L), Donna Fisher	90%>	Y
<b>6</b>	<b>ACCOUNTABILITY</b> Agency human capital decisions are guided by a data-driven results-oriented planning and accountability system.		Kathy Williams		
6.1	Initiate an annual review of HR areas (e.g., DEU, BUS codes, etc.).	1Q: DEU certification training to be conducted in JAN 04 and APR 04 for HRD staff. Annual review will be scheduled after completion of training.	Gary Hilding, Karen Mansker (L), Pat Price, Steve Weaver, Vera Byers, Cliff Cain	10%^	Y
6.2	Provide quarterly performance reports and analysis of pertinent HR metrics, e.g., exit interview summary, time to fill vacancy, HR service level, quality of new hire, etc.	1Q: Initial report requirements submitted for review. Team to discuss current quarterly reports. DAM quarterly report under review.	Joe Migyanka (L), Diane Bowers, Monica Frye, Courtney McGowan, Joice Trout, Ranay Brady, Carleen Dempsey	25%	Y
6.3	Implement an oversight strategy for reviewing HR processes in FSA State Offices	1Q: Preliminary action plan began January 16.	Beverly Branom (L), Crystol Wilsey, Steve Weaver, Debbie Dale, Frank Plowman	10%^	Y

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